



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

May 5, 2016

7:00 p.m.

- 1) **Call to Order** – Chair Doug McCollum
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings**
 - a) None Scheduled
- 6) **Presentations**
 - a) None Scheduled
- 7) **Discussion Items**
 - a) None Scheduled
- 8) **Action Items**
 - a) Makersmiths Zoning Recommendation
Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) **Information Items**
 - a) Status of Comprehensive Plan Update
- 10) **Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) **Chairman’s Comments & Council Representative’s Report**
- 12) **Planning Commissioners’ Comments**
- 13) **Approval of Minutes**
 - a) April 7, 2016 Regular Meeting
- 14) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact Tucker Keller at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.

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STAFF REPORT
ACTION ITEM

Item # 8a

SUBJECT: Makersmiths Zoning Recommendation

DATE OF MEETING: May 5, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY and RECOMMENDATIONS:

At Town Council’s April 12, 2016 meeting, Council directed Town Staff to move forward with consideration of a proposal by Makersmiths to lease the Town’s former Maintenance Building at 785 South 20th Street for use as a community workshop (known as a “Makerspace”). This building is located in the Institutional and Public Use (IP) zoning district where such a use is not currently allowed, so Council is seeking a recommendation from the Planning Commission about the best option to pursue that would allow Makersmiths to operate in compliance with the Town’s Zoning Ordinance. Four primary options are presented in this staff report, and Town Staff recommends a text amendment creating a new land use (and accompanying definition) that would be allowed in the IP district by special use permit.

BACKGROUND:

Makersmiths is a non-profit organization which currently operates a Makerspace in Leesburg, and they have contacted the Town about using the former Maintenance Building at 785 South 20th Street as another Makerspace. Their proposal would involve the organization leasing the building and making various improvements to it. At the April 12, 2016 Town Council meeting, Council approved a motion directing Town Staff to move forward with consideration of the proposal by Makersmiths; however, a Makerspace does not clearly fit within any of the uses currently allowed in the IP district¹ where this building is located. For this reason, Council’s motion included further direction to begin “the necessary zoning process” that would allow Makersmiths to operate in compliance with the Town’s Zoning Ordinance. At the suggestion of Town Manager Rob Lohr, it was decided that

¹ A partial exception is noted later in this report.

the Planning Commission and Town Staff should make a recommendation to Council about the best process to use.

As noted in the email from Makersmiths member Tom Hill that the Town Manager forwarded to the Planning Commission and Town Council on April 22nd (Attachment 1), Makersmiths has a mission of “providing knowledge, space, equipment, community & programs to enable you to learn, design, make, launch, work and play.” This mission is carried out in a Makerspace which jointly functions as a fabrication workshop, classroom, and meeting area utilized by the members of the organization. Members typically design and fabricate items out of a variety of media using equipment owned by the organization, and as indicated in Mr. Hill’s email, Makersmiths anticipates that a facility in Purcellville could include equipment for: woodworking, metalworking, electronics development, ceramics, and sewing. He also noted that “equipment changes frequently.” A second email from Mr. Hill forwarded to the Planning Commission and Town Council on April 25th by the Town Manager (Attachment 2) included an attached letter that had been sent to the Town of Leesburg when Makersmiths initially sought to open their Makerspace there, and that letter noted additional equipment possibilities such as a computer lab, 3D printers, and computer-controlled mills and routers. Staff encourages the Planning Commission to review both of these emails in their entirety as they further describe the Makersmiths organization and the details of its proposed Makerspace in Purcellville.

ANALYSIS:

As described in Tom Hill’s two emails, the Makerspace proposed by Makersmiths can be broken down in to the following functions: a Makerspace is a place for Makersmiths members to meet; a Makerspace is utilized for designing and testing items; a Makerspace is utilized for fabrication of items; various machinery is operated within a Makerspace; and a Makerspace is utilized for education. Each of these functions is comparable to one or more of the Zoning Ordinance’s existing land uses to some extent:

- Because Makersmiths is a membership-based non-profit organization, the meeting of its members at a Makerspace is somewhat similar to the *Private Club* use.
- The designing and testing of items at a Makerspace is somewhat similar to the *Laboratory* use.
- The fabrication of items at a Makerspace is somewhat similar to the *Light Manufacturing* use.
- The operation of machinery at a Makerspace is somewhat similar to the *Machine Shop* use.

- The classroom/education element of a Makerspace is somewhat similar to the *Special Instruction School* or *Technical School* uses.

However, no existing use currently allowed in the IP district or the overall ordinance clearly encapsulates the entirety of a Makerspace’s functions (with one partial exception). For this reason, further action would have to be taken for Makersmiths to operate in compliance with the Zoning Ordinance at the proposed location of the former Maintenance Building. This action could involve rezoning the property to a different zoning district and/or amending the text of the Zoning Ordinance to allow the Makerspace in one or more districts. Another possibility is that a Makerspace is an appropriate use in Purcellville, but not on this site. Finally, a Makerspace could be permitted in the IP district on a nonpermanent basis by an existing use allowed by special use permit (SUP). Each of these options is further analyzed below.

REZONING

The table below is an excerpt of the Use Table contained in Article 4, Section 1.1 of the Zoning Ordinance showing the six uses which are somewhat comparable to the various functions of the proposed Makerspace as well as the districts where each is allowed (P = Permitted Use; SUP = Use Allowed by Special Use Permit; SPU = Secondary Permitted Use [PDH District Only]; Blank cell = Prohibited Use).

Table 1: Zoning Ordinance Use Table Excerpt																
Use	R2	R3	R3A	R8	R15	C1	MC	C4	CM1	M1	PDH	X	IP	AC	RT	Use Standard
Laboratory						P	P	P	P	P						Art. 4, Sec. 1.2.110
Machine shop									P	P						Art. 4, Sec. 1.2.117
Manufacturing, light						SUP			P	P						Art. 4, Sec. 1.2.120
Private club							SUP	SUP			SPU		P	SUP		
School, special instruction			SUP			P	P	P	P	P	SPU		P			Art. 4, Sec. 1.2.165
School, technical			SUP			P	P	P	P	P	SPU					Art. 4, Sec. 1.2.168

Only two of these six uses are allowed in the IP district, and given the disparate functions of a Makerspace, staff would not approve a permit allowing a Makerspace in IP as either a Private Club or Special Instruction School. Five of the six uses are allowed in the CM-1 (Local Service Industrial) and M-1 (Limited Industrial) districts, so if a rezoning of the property containing the former Maintenance Building were to be pursued, it would be most

appropriate to rezone the property to either CM-1 or M-1 where a Makerspace could then conceivably operate without any further legislative approval. Alternatively, the property could be rezoned to any zoning district in conjunction with a text amendment that would in some way allow a Makerspace in that district. See the Text Amendment discussion below for further details.

A rezoning process would likely take 3-6 months to complete and would involve public hearings before the Planning Commission and Town Council. This process could be shortened by holding a joint public hearing. Any public hearing for a rezoning would have to be duly advertised through a public notice published in the newspaper, the placement of a sign on the property, and the mailing of individual notices to adjoining property owners. If a rezoning to CM-1 or M-1 were to be approved (and depending on the final details of the use proposed), a Makerspace may then be able to begin operation as one of the five permitted uses after receiving only administrative approvals from Town Staff.

It should be noted that such a rezoning would vastly alter the types of uses that could be allowed on the property. As long as the Town continues to own the property, it would be unlikely to allow any sort of significant industrial use to locate there, but any future sale of the property by the Town would allow the future owner to utilize any allowable use listed in the industrial zoning district at that time. For these reasons, residents of the surrounding neighborhoods may object to any proposed rezoning.

TEXT AMENDMENT

Without a rezoning, the only way to allow a Makerspace to operate in the IP district would be to amend the text of the Zoning Ordinance to allow a currently defined use (e.g. *Light Manufacturing*) or newly created use in the district. The uses of *Laboratory*, *Machine Shop*, and *Light Manufacturing* would not fit within the purpose of the IP district without substantial limitations being placed on them through additional use standards, and since the design and fabrication functions are vital to a Makerspace, it would likely be best to create and define a new land use. Such a use could then be defined broadly enough to fit a Makerspace but narrowly enough to avoid any use that would be a significant departure from the public and institutional uses allowed in IP. Use standards could also be created for the new use if needed.

The text amendment would then add the newly created use to the IP district as a permitted use or use allowed by SUP. Making the new use permitted would allow a Makerspace to locate on any property in the IP district with only administrative permit approvals required. Requiring SUP approval for the new use would include public hearings allowing the public

to speak on any concerns about a specific proposal, and it would allow Town Council to place conditions on any Makerspace application if necessary.

Alternatively, a text amendment could be processed simultaneously with a rezoning of the property that could result in a Makerspace being allowed on the property after it has been rezoned to a different district. For example, the property could be rezoned to the C-4 (Central Commercial) district while an accompanying text amendment could allow *Light Manufacturing* or a newly defined use in C-4. This combined process could face opposition from residents for the same reasons noted in the Rezoning discussion above.

A text amendment process would likely take 3-6 months to complete and would involve public hearings before the Planning Commission and Town Council. This process could be shortened by holding a joint public hearing. Any public hearing for a text amendment would have to be duly advertised *only* through a public notice published in the newspaper. If the text amendment added the use as one allowed by SUP, the SUP application could not be submitted until the text amendment was adopted. The SUP process would then take an additional 3-6 months to complete and would involve public hearings before the Planning Commission and Town Council. This process could also be shortened by holding a joint public hearing. Any public hearing for a SUP application would have to be duly advertised through a public notice published in the newspaper, the placement of a sign on the property, and the mailing of individual notices to adjoining property owners.

DIFFERENT LOCATION

Although consideration of the Makersmiths proposal has just begun, if the Planning Commission already feels strongly that the former Maintenance Building is not appropriate for a Makerspace, it could recommend to Town Council that no zoning action be taken.

UTILIZE EXISTING USE IN IP

Because Makersmiths wants to use a Town-owned property for the proposed Makerspace, the Town could choose to support a SUP application for the *Public or Government Building, Facility, or Use Not Otherwise Defined* land use as currently allowed in the IP zoning district. This use is defined as “any facility *owned* or operated by a public utility or an agency of local, regional, state or federal government and not otherwise defined within this article” (emphasis by staff). While the use was originally conceived as a category to cover any necessary but unlisted building or use that a government or public utility found to be necessary, it is defined broadly enough to allow the Town to approve a Makerspace by SUP on the Town-owned property.

Utilizing this use would allow a SUP application to be submitted as soon as possible without the need for any rezoning or text amendment. This is the quickest process currently available that would allow a Makerspace to begin operation, and since a SUP is required, Town Council could still place conditions on the Makerspace if necessary. However, this would only be a short-term fix because the use is only valid on a publicly-owned property. If Makersmiths or some other private or non-profit entity were to buy the property in the future, the Makerspace would become a nonconforming use that could not be expanded.

The SUP process would likely take 3-6 months to complete and would involve public hearings before the Planning Commission and Town Council. This process could be shortened by holding a joint public hearing. Any public hearing for a SUP application would have to be duly advertised through a public notice published in the newspaper, the placement of a sign on the property, and the mailing of individual notices to adjoining property owners.

ISSUES:

This staff report focuses on the various processes by which a Makerspace could operate in compliance with the Town's Zoning Ordinance. If the Planning Commission has any specific questions or concerns related to the Makersmiths organization or the concept of a Makerspace, please provide those to Town Staff for further research.

The process to rezone a property or amend the text of the Zoning Ordinance can be lengthy due to the public notice requirements that must be met, but a joint public hearing by the Planning Commission and Town Council could reduce any process by at least a month. Would the Planning Commission recommend a joint public hearing for whichever process it ultimately recommends to Town Council?

FINDINGS:

1. Rezoning from the IP district to the CM-1 or M-1 district would create vast changes in the uses allowed on the property containing the former Maintenance Building.
2. A rezoning process would likely take 3-6 months to complete.
3. A text amendment creating a new use that is defined to include the multiple functions of the proposed Makerspace would best fit the purpose of the IP district.
4. A text amendment process would likely take 3-6 months to complete.
5. The addition of a newly defined use allowed in the IP district by special use permit would allow conditions to be placed on the proposed Makerspace by Town Council,

but it would add an additional 3-6 month process on top of the text amendment process.

6. A Makerspace could be approved by a special use permit application for a *Public or Government Building, Facility, or Use Not Otherwise Defined* without the need to rezone the property or amend the text of the Zoning Ordinance, but this would result in the Makerspace becoming a nonconforming use if the property were ever sold to a private or non-profit entity.
7. A special use permit process would likely take 3-6 months to complete.

MOTIONS:

Will be provided in a supplement to this staff report at the meeting.

ATTACHMENTS:

1. Email from Tom Hill forwarded by Rob Lohr to the Planning Commission and Town Council on April 22nd
2. Email from Tom Hill (with attached letter to the Town of Leesburg) forwarded by Rob Lohr to the Planning Commission and Town Council on April 25th

Galindo, Daniel

From: Lohr, Rob
Sent: Friday, April 22, 2016 4:14 PM
To: Planning Commission; Davis, Daniel; Doug McCollum - Personal; Fraser, Kwasi; Fuller, Melanie; Hankins, Sally; Jimmerson, Karen; John Nave - Personal; Lehr, Joan; McCann, Hooper; McCollum, Doug; McConville, Patrick; Nave, John; Patrick McConville - Personal; Lohr, Rob
Cc: Sullivan, Patrick; Galindo, Daniel
Subject: FW: Makersmiths Discussion Topics

Categories: Urgent

[Some additional background information for PC. Thanks, Rob](#)

From: Tom Hill
Sent: Friday, April 22, 2016 3:12 PM
To: Lohr, Rob
Cc: Pat (Makersmiths); Mark Millsap
Subject: Makersmiths Discussion Topics

Rob-

Great to talk with you today. If you need to talk, my phone number is xxx-xxx-xxxx.

Here are the answers to the questions you sent me earlier, as we discussed today.

Tom

- 1) List of all activities/machines/processes that you would propose to have at this location
 - a. Classroom training
 - b. Woodworking
 - c. Metal working (sheet metal forming, machining, smithing, welding, finishing)
 - d. Electronics development (Robotics, agricultural technology)
 - e. Ceramics
 - f. Office space
 - g. Sewing
 - h. Community outreach events (Fairs, competitions)
 - i. Equipment (see attached list sent to Leesburg, though equipment changes frequently and will remain in compliance with IP)
- 2) What processes will be outside vs. inside (Materials, products or other storage)
 - a. Makers spaces are a lot like a college classroom, most activities take place inside, in nice weather items will move outside. At our Leesburg location, we've only had our ribbon cutting

and an outdoor social outdoors. Anything we do outdoors would be in compliance with IP zoning.

3) Hours of requested operations

- a. Currently, our hours are 24/7 with accepted quiet hours based on the location

4) Parking needs

- a. For normal operations, the parking area in front of the main building should be sufficient.
- b. For medium-size events, the road leading down to the plain below should provide enough additional parking
- c. For large-scale events, parking at Blue Ridge Middle or other places around town with shuttle service might be arranged. We would work with the town staff in case of any larger events.

5) Mission statement focusing on your educational/incubator component

- a. From our business cards: “We are a non-profit organization providing knowledge, space, equipment, community & programs to enable you to learn, design, make, launch, work and play.”

6) Any examples of zoning ordinances or text amendments that you used in other communities to locate your operations (Our challenge here is this isn't zoned business or commercial but is restrictive IP surrounded by residential so we will need to be creative but also provide protection for the surrounding residential property)

- a. I forwarded the letter to Leesburg in a separate email, which should answer most questions.

7) Times your operations are open in Leesburg and Reston so that I can get members of staff and possible PC up there for a tour

- a. Standing offer for Tuesday and Thursday evenings. This is open workshop time at Leesburg, but let us know so we can be sure to get the right person there.
- b. Any other time by appointment, Saturday and Sunday afternoons preferred.

Galindo, Daniel

From: Lohr, Rob
Sent: Monday, April 25, 2016 10:53 AM
To: Planning Commission; Davis, Daniel; Doug McCollum - Personal; Fraser, Kwasi; Fuller, Melanie; Hankins, Sally; Jimmerson, Karen; John Nave - Personal; Kwasi Fraser - Personal 2; Lehr, Joan; McCann, Hooper; McCollum, Doug; McConville, Patrick; Nave, John; Patrick McConville - Personal; Lohr, Rob
Cc: Sullivan, Patrick; Galindo, Daniel
Subject: FW: Leesburg Letter
Attachments: June letter of intent to Town of Leesburg re 71 Lawson Rd..docx
Categories: Urgent

Dear Mayor and TC,

I wanted to give you a copy of the letter that Makersmiths shared with me on Friday. It is a letter they shared with Leesburg when Leesburg was looking at a zoning review for the entire Town. The big difference in Purcellville is the property is located in an Institutional Zoning district surrounded by residential. As a result, I believe our staff is leaning towards recommending a text amendment in IP and allowing the use with a special use permit. The text amendment would focus on the educational and incubator component of the non-profit operation and would not open Pandora's box by allowing commercial zoning for many other uses in the future. Dan will address the options in detail in the staff report but wanted you to see as much background as we move forward. Thanks Rob

-----Original Message-----

From: Tom Hill
Sent: Friday, April 22, 2016 11:53 AM
To: Lohr, Rob
Subject: Leesburg Letter

Hey Rob!

Attached, find the letter we used to get our facility in Leesburg when they had similar questions and concerns. For reference, that facility is zoned I-1 (industrial/research park), and we were granted a by-right approval. They had questions even with that zoning category, but we worked it with them by giving them a blanket statement that all of our activities would remain in compliance with that zoning.

Similarly, we've reviewed this listing of Purcellville's IP zoning:

<http://purcellvilleva.gov/DocumentCenter/View/4205>

and we give you our assurance that all of our activities will be in compliance with that.

See you at two.

Tom

From: Pat Scannell [mailto:pat@makersmiths.org]

Sent: Thursday, June 30, 2015

To: Brandon White

Subject: Re: Town of Leesburg Light Industrial/Office Zoning Ordinance Amendment

Makersmiths intent for 71 Lawson Rd

We intend to operate a non-profit community workshop (known as a makerspace) in Leesburg VA, starting in early 2015. We've identified a suitable location occupying about 3,000 sq feet of commercial space (previously operated as a printing plant) at 71 Lawson Rd in Leesburg, and have entered into a lease with them. Now we are applying for our Zoning approvals and occupancy permits

Facility summary

Our facility will provide 24 hour a day/7 day a week access to our members, and in that space they will have access to shared tools, training, and community shared workspace within which they can make various personal, academic and professional projects.

Our current plan calls for no physical changes to the building, other than removing a worn carpet.

Business/organization model

Our organization, Makersmiths, will be operating this makerspace in a model that is currently being used in about 200-300 other communities across the US. This model features a membership based revenue as the primary funding mechanism, where members pay a monthly fee for access to the shared resources, much like a health club.

The majority of time (60-75%) that a member interacts with our organization will be as they pursue making things in our facility, either on their own or in collaboration with other members. A certain percentage of the time members will participate in various clinics, training and other educational opportunities, not unlike how Woodcraft, for examples, offers a schedule of training classes to augment their primary product.

We anticipate that a small percentage of the time the space will be used to host hospitality events such as open houses to educate the public as to what we are and what we do.

Those tools will be organized into "tool areas", to include:

- fully equipped wood working shop (e.g. table saw, band saw, sanders, routers, planers, drill press, hand and portable power tools, etc)
- basic metal working shop (e.g. metal lathe, metal bandsaw, metal milling machines, metal bending, some welding (consistent with activities performed in a muffler shop, for example)
- craft area: (cutting of fabrics, paper, gluing, painting, plant potting, pumpkin carving, ec)
- Classroom
- Electronics lab: circuit testers, breadboards, modular electronics devices like Arduino/Little Bits, some minor soldering

- 3D printing/computer lab: Multiple computers, connected to 3D printers
- CNC mill/router: Computers hooked up to 3D computer controlled router

Occupancy:

Typically the makerspace would have 3-5 people in it at any one time during weekday work hours. Peak periods would be between 6-9PM on the weekdays and throughout the weekends, at which point there might be 15-20 people working on various activities. During open houses and other community oriented events (usually held in the evenings or weekends), we might host 50 people, but in those events there is more likely to be more presenting and socializing than “making”.

Safety:

Makersmiths has engaged with our insurance company, other industry experts, the local schools, and other national and community makerspaces to identify best practices for safety of the facility, and we will be implementing those best practices along with our own additional policies to create a space that meets or exceeds the standards of makerspaces across the US.

To be sure, makerspaces, like the high school technology education centers and the home based wood and metal shops that currently exist throughout Loudoun County, are potentially dangerous places. People can and will be hurt as they make things. That said, our research indicates that most major makerspaces report only minor documented injuries to date, such as papercuts.

We have designated a primary Safety Coordinator (currently the technology education/shop class teacher for a local high school), and will implement safety practices at his and others recommendations that includes required training for all members, designated policies and procedures for certain tool areas, and specific additional required training and policies and procedures for machinery with higher risker factors.

Delivery

Makersmiths anticipates only normal regular truck service to and from our facility, such as the occasional UPS delivery.

Noise/fumes

We do not anticipate any detectable/objectionable noises or fumes emanating from our facility.

The building owner currently operates a non-profit for at risk individuals throughout the work day at this location, and will have these individuals on the floor above, and in rooms with shared walls to our anticipated facility. He has a high standard for the safe and comfortable environment he wants to create for these individuals.

Certain activities that do have the potential to create fumes are vented through air filters to remove any noxious potential. Likewise, tools are operated in a manner to mitigate excessive and enduring noise.

The landlord is satisfied that a makerspace was a reasonable use of the space adjoining his operation, and as a result, we believe we will not be detrimental to any other stakeholders.

Signage

We intend to put a sign on the outside of our building, consistent with the local ordinances and standards, and building owner's approval. At this point we plan on a 3' high by 5' wide sign made of sheet metal, standing off the building approximately 6", likely mounted on wood or metal, with internal back lighting and possibly having additional illumination with standard normal uplighting.

Community benefit

Makersmiths intends for this space to be of very high and unique value to the community. This type of space has been lauded by the President, Members of Congress and Mayors across the US, along with numerous key business and civic leaders.

Specific benefits include

- **Members:**
 - Adult enthusiasts/hobbyists will now be able to access shared space, tools and training to learn new skills and make things here in the community, improving their quality of life, without having to drive out of our community to gain access to these resources
 - Children will have sustained hands-on opportunities to learn applied Science, Technology, Engineering, Arts and Math (STEAM) skills, augmenting and building on what the students learn in books in school, and providing tools, training and an environment not currently available to Loudoun County students. This includes the opportunity to gain marketable skills needed by employers in the region right now.
 - Entrepreneurs will have access to new tools for designing, prototyping and manufacturing new innovative products.
 - Community organizations such as the Loudoun County Public Library, Boys Scouts/Girls Scouts, area Odyssey of the Mind and robotics Teams, Girls In Technology and 4H will now have a new place and set of resources to provide vital programming to their existing members.
- **Events** held by Makersmiths, such as the Loudoun County Maker Fair, movie showing and open houses will make Loudoun County a more enriching and interesting place to live
- **Business creation** is likely to be spurred through a combination of new entrepreneurs, new enablement to existing entrepreneurs, and job growth through the creation of a pipeline of skilled workers

Zoning compliance

We have read and intend to fully comply with all of the criteria set forth in Section 9.3.22 (Research and Development and/or Production) of the Zoning Ordinance.

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STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Status of Comprehensive Plan Update

DATE OF MEETING: May 5, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

BACKGROUND:

Staff will provide a verbal report on the status of the comprehensive plan update at the May 5th meeting.

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MINUTES
PLANNING COMMISSION REGULAR MEETING
APRIL 7, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The Regular Meeting of the Purcellville Planning Commission convened at 7:00 PM in Council Chambers and the following attended:

PRESENT: Doug McCollum, Chairman
Theresa Stein, Vice Chair
Chip Paciulli, Planning Commissioner
Nedim Ogelman, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner

ABSENT: Chris Bledsoe, Planning Commissioner

STAFF: Daniel Galindo, Senior Planner
Tucker Keller, Planning and Zoning Technician
MJ Elliott, Planning Intern

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

The regular meeting of the Planning Commission was called to order by Chairman McCollum at 7:00 PM.

Chairman McCollum announced that the regular meeting would be conducted and encouraged attendees to participate in the comprehensive plan update workshop during the regular meeting.

The Pledge of Allegiance followed.

Chairman McCollum noted that the additional comprehensive plan update workshop was scheduled due to the weather and low attendance at the March meeting.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

- a. Subcommittee Report on Zoning Ordinance Article 14 (Stream and Creek Buffer)

Commissioner Stein stated that she and Commissioner Paciulli met and made changes to the Steam and Creek Buffer which are similar to what was previously reported. Commissioner Paciulli added that he and Commissioner Stein would meet one more time before giving the report to Daniel Galindo for review before it goes back to the Planning Commission for discussion and possible action. Commissioner Stein added the buffer is already in place however they want to provide some protection area on either side of the creek.

CITIZEN COMMENTS:

None

CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:

Chairman McCollum stated that Council has been engaged and will have completed five budget workshops and added there will be tax rate discussions and public hearings at next week's meeting.

PLANNING COMMISSIONERS' COMMENTS:

None

APPROVAL OF MINUTES:

- a) March 17, 2016 Regular Meeting

Commissioner Stinnette made a motion that the Planning Commission approve the minutes of the March 17, 2016 meeting and wave reading. The motion was seconded by Commissioner Van Istendal and approved unanimously.

Motion: Commissioner Stinnette
Seconded: Commissioner Van Istendal
Carried: 6-0-1 Absent

ADJOURNMENT:

With no further business, Commissioner Ogelman made a motion to adjourn the meeting at 7:04 PM. The motion was seconded by Commissioner Stein and approved unanimously.

Doug McCollum, Chairman

Diana Hays, Town Clerk